S P S

STATEWIDE PERSONNEL
S Y S T E M

Request Compensation Change

January 2015

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Request Compensation Change Business Process

Business Process Overview
The **Request Compensation Change** business process is used to update the compensation for State employees (workers that are paid directly by the State). The steps in the business process are listed below.

Process Steps	Role	Description
Update Compensation	HR Coordinator	Enter compensation changes for a worker.
Attach Supporting Documentation *	HR Coordinator	Attach supporting documentation, if applicable (e.g., MS-345 or MS-27).
Agency Approvals	HR Partner	HR Director or designee approval of compensation change.
	Appointing Authority	Agency Appointing Authority approval of compensation change.
	Budget and Finance Partner *	Agency budget approval of compensation change, if applicable.
DBM CAS Approvals *	Compensation Partner	DBM CAS approval of compensation change (e.g., for Acting Pay C, Advanced Steps, Misc. Salary Adjustments, Independent Salary Authority, or COLA).

NOTE: Approval routing is based on the reason selected for compensation change request.

Events and Reasons
You must select a reason when performing a Request Compensation Change request. The tables below list both Agency and central DBM reasons.

NOTE: DBM will perform Mass Annual Increment updates and Salary Plan updates. DBM reasons should not be selected by Agency HR users.

Table 1: Agency Reasons

Event	Reason	Description
Request Compensation Change (Agency Reasons)	Allowance Plan Add/Change > Acting Pay A	Temporary Absence of incumbent.
	Allowance Plan Add/Change > Acting Pay B	Vacant Position.
	Allowance Plan Add/Change > Acting Pay C	Additional duties are assigned.
	Allowance Plan Add/Change > Clothing Allowance	Clothing Allowance for uniform employees only.
	Allowance Plan Add/Change > Contract NTE$	Contract not to exceed dollars.
	Salary Adjustment > Advanced Step	Bringing existing employee up to the level of other employees.
	Salary Adjustment > COLA/Increment Retro Adjustment	Use this reason when an employee has received an increase in pay retroactively but the employee's compensation record has not been updated with the most recent COLA/Increment event(s).
	Salary Adjustment > Miscellaneous Adjustment	Any other adjustment needed that is not currently listed.

Table 2: DBM Reasons

Event	Reason	Description
Request Compensation Change (DBM ONLY Reasons)	Increment > Annual Increment	Annual Increment.
	Increment > Executive Annual Increment	Increment for Executive Service.
	Salary Plan Add/Change > Abolish Schedule	Inactive Schedules.
	Salary Plan Add/Change > ASR	Annual Salary Review.
	Salary Plan Add/Change > Bargaining MOU	For Union Agreements.
	Salary Plan Add/Change > COLA	Cost of Living Adjustment.
	Salary Plan Add/Change > Correction/Modification	Corrections/Modifications.
	Salary Plan Add/Change > Executive Order	Changes by Executive Orders.
	Salary Plan Add/Change > Need or Requirement	Required changes by DBM.
	Salary Plan Add/Change > PPA	Pay Plan Amendment.
	Salary Plan Add/Change > Salary Reduction	Salary Reduction.
	Salary Plan Add/Change > Salary Structure Neutral	Structural changes.
	Salary Plan Add/Change > Schedule Structure Decrease	Structural Decrease.
	Salary Plan Add/Change > Schedule Structure Increase	Structural Increase.

Before you begin…
You will need the following information to update compensation for an employee:
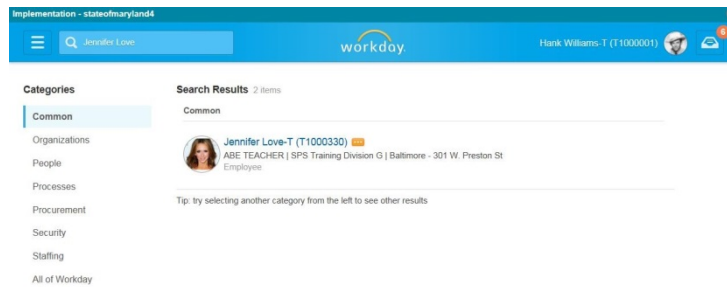
- Employees name or employee ID.
- Effective date of compensation update (when the change should take effect)
- Supporting documentation (e.g., completed MS-345 Acting Capacity Pay Request form or MS-27 Exception Salary Guide Request form)

Request Compensation Change

1. Type the employee's name or employee ID in the Search field.

2. Click the **Search** icon.

Search Results
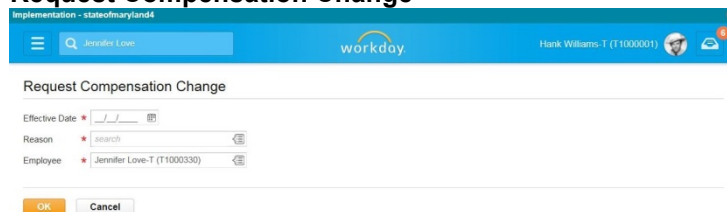

3. Click the **Related Actions and Preview** hyperlink.

4. Hover over Compensation, and then click Request Compensation Change.

Enter Reason for Request Compensation Change

5. Click the Calendar icon 📅 and select the next pay period start date in the Effective Date field.

ℹ️ **IMPORTANT!! Effective Dates for Retroactive COLA or Increments**

When updating an employee's compensation for a retroactive COLA or Increment, use the **next pay period start date as the effective date**. You will enter the correct salary/grade/step for the employee. The Request Compensation Change event will bring the employee's compensation to the current level. Your payroll office should calculate any retroactive pay due to the employee. Workday does not calculate the pay for the employee.
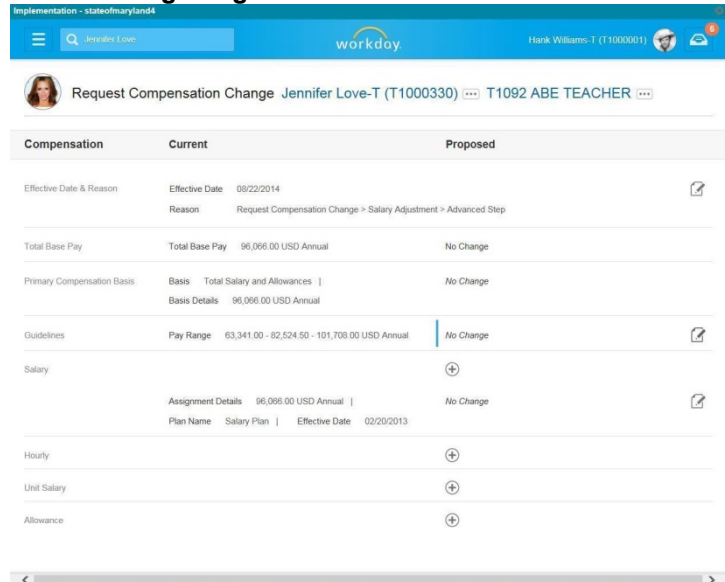
6. Type or use the prompt to select the **Reason**.

ℹ️ **Information:** Refer to **Table 1: Agency Reasons** in the **Events and Reasons** section above for valid reasons.

7. Click the **OK** OK button.

Request Compensation Change Page

8. Update the appropriate row as follows:

If	Then
Employee is paid on the Standard Salary Schedule or any schedule that has a Grade Profile and Step...	- Click 📝 in the **Guidelines Row**. - Select/Enter the **Step**. - Click **Done**. **NOTE**: Compensation defaults based on the job profile. Choosing Step 10 or above requires additional approvals. Refer to Standard Pay Guidelines and Executive Pay Guidelines for more information.
Employee is paid on the Executive Schedule....	- Click 📝 in the **Salary Row**.

If	Then
	- Enter the **Amount**. - Click Done.
Employee Type is Contractual – Hourly or Contractual – Contract..... **NOTE:** There should not be an amount in the Salary row for contractual employee	- Click [icon] in the **Hourly Row.** - Enter pay rate **Amount**. - Click **Done**.
Employee Type is Contractual – Contract (i.e., fixed term contractual).....	- Click [icon] to update an existing allowance or [icon] to add a new allowance. - In the **Compensation Plan** field, verify or select *Contract NTE$* . - Enter the **Amount**. - Expand the **Additional Details** section. Then, enter/select the **Expected End Date**. - Cilck **Done**.
Entering Acting Capacity Pay for an employee.... **NOTE:** You are entering an "allowance" only and not changing the employee's Grade or permanent salary.	- Click [icon] to update an existing allowance or [icon] to add a new allowance row. - In the **Compensation Plan** field, verify or select *Acting Pay*. - Enter the **Amount**. - Expand the **Additional Details** section. Then, enter/select the **Expected End Date**. - Cilck **Done**.
Entering Clothing Allowance for an employee...	- Click [icon] to update an existing allowance or [icon] to add a new allowance row. - In the **Compensation Plan** field, verify or select *Clothing Allowance*. - Enter the **Amount**. - Cilck **Done**.

9. Click anywhere on the screen to refresh the page.

Request Compensation Change

10. At the top of the page in the **Proposed** column, verify the **Total Base Pay** for the employee.

11. Click the **Submit** [Submit] button.

Up Next

12. If you submitted an Acting Capacity Pay or an Advanced Step request, you must attach the respective form(s) next. Click the **Review Documents** button to open the next task. (Go to the Attach Documentation section). Otherwise, you have completed the task. Click the **Done** button to submit the compensation change request for approval.
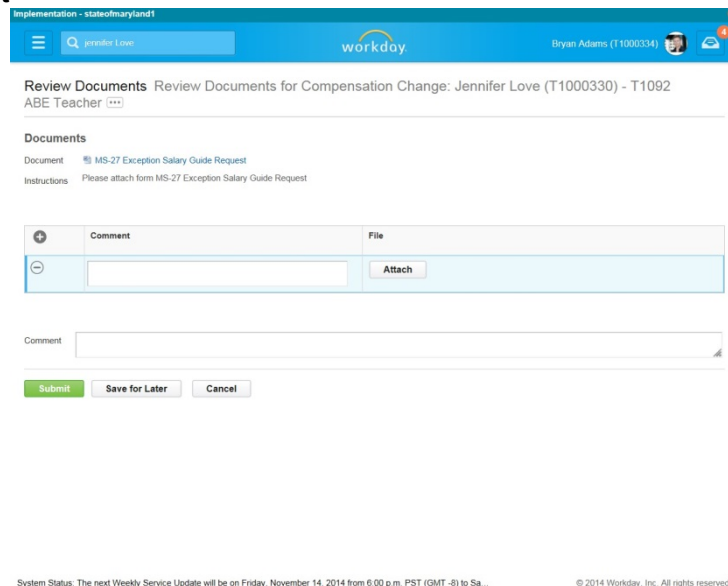
13. The System Task is complete.

Attach Documentation (for Acting Capacity or Advanced Step requests)

If you are submitting an Acting Capacity or an Advanced Step request you need to attach the appropriate form(s) to complete your Request Compensation Change request. You may access this task directly after submitting the initial request or from you inbox. Follow the procedure below.

Procedure:

Attach Document

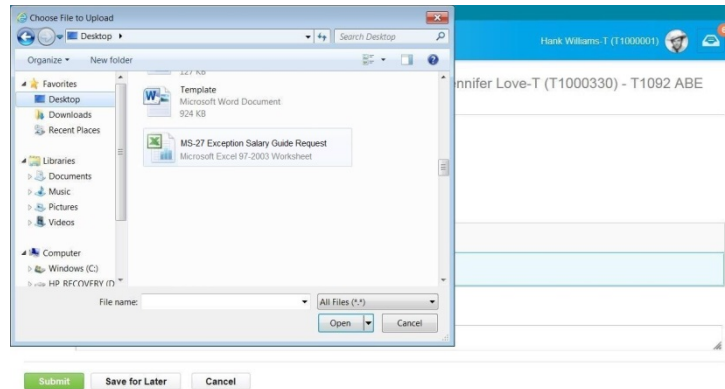1. Click the Attach ⟦ **Attach** ⟧ button.

Tip: If you have not already completed and saved the form, you can obtain a copy of the form on the **Documents** page (e.g., the MS-345 Acting Capacity Pay Request form or MS-27 Exception Salary Guide Request form).
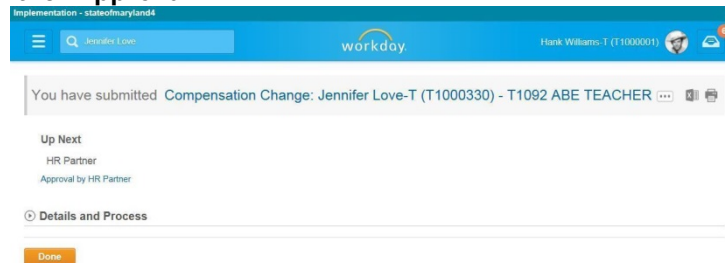
To download the file...
1. Click the document link in the top left corner of the page.
2. Open the file.
3. Complete the file and save it to your computer or other file location.

File Selection

2. Search for and upload the file.

3. Enter a comment for the attachment, if desired.

4. Click the **Submit** [Submit] button.

Next Step: HR Partner Approval

5. Click the **Done** [Done] button.

ℹ **Information**: The compensation change must be approved. The approval routing is based on the reason code selected for the compensation change.

6. The System Task is complete.